

SCIENCE MISSION DIRECTORATE POLICY

PLAN FOR SMD TO SUPPORT COMMUNITY SERVICE BY CIVIL SERVANT SCIENTISTS AT NASA CENTERS

SMD POLICY DOCUMENT SPD-15

Recommended by SMD Science Management Council, 6/19/08

Approved by E. Weiler, SMD AA, 7/11/08

Released to Centers, 7/14/08

Typos corrected, 7/20/08

Responsible SMD Official: SMD Chief Scientist

SMD will provide a fixed amount of funding to the participating Centers. This funding is to be used by the Centers only for the support of civil servant scientists while they are performing community service.

1. Participating Centers. The participating Centers are those with the preponderance of SMD supported civil servant scientists: ARC, GSFC, JSC, LaRC, and MSFC.
2. Definition of community service. Community service is service that is provided by the civil servant scientist for the benefit of the science community, the Agency, or the Nation – but not for the benefit of the Center. Community service includes the following and similar activities, and the funding can be used for salary (1 week prep time plus panel time) as well as travel expenses:
 - a. Serving on SMD peer reviews.
 - b. Serving on peer reviews for other agencies and organizations.
 - c. Serving on SMD strategic road mapping committees.
 - d. Serving on NRC boards and committees.
 - e. Serving on interagency working groups.
 - f. Serving on SMD advisory groups.
 - g. Serving on other reviews as requested by SMD.
3. Availability of Center scientists for community service. It is understood that Center scientists will participate in community service when requested by SMD, including SMD peer reviews and other reviews as requested by SMD, wherever the scientist is qualified and available. SMD requests for service should be given appropriate priority.
4. Total funding provided by SMD. SMD will provide a total fixed amount of \$7M [0.7% of \$1B total R&A (SR&T + DA) budget] for community service. This total will grow by 1% from year to year. This funding will come from taxing the Divisions in proportion to the size of their total R&A programs (snapshot from FY07 exercise). The tax for FY09 is:
 - a. Astrophysics: 17.4% [\$1.22M]

- b. Earth Science: 46.2% [\$3.23M]
 - c. Heliophysics: 13.3% [\$0.93M]
 - d. Planetary Science: 23.1% [\$1.62M]
- 5. Distribution of funding among Centers. SMD will distribute the funding to the Centers in proportion to the number of SMD-supported civil servant scientists (based on data collected by Yvonne Pendleton from the Centers during early 2008 reflecting 2007 actuals). The amounts will grow by 1% from year to year. The distribution for FY09 is:
 - a. ARC: 14% [73 / 531] [\$962K]
 - b. GSFC: 58% [307 / 531] [\$4,047K]
 - c. JSC: 3% [17 / 531] [\$224K]
 - d. LaRC: 12% [64 / 531] [\$844K]
 - e. MSFC: 13% [70 / 531] [\$923K]
- 6. Distribution of funding to Centers. The funding will be made available to each Center under WBS 527813.02.01.01 (see FAQ), an institutional project (tentatively) called “Science Planning and Research Support.” Scientists performing community service will charge their service time against this WBS.
- 7. Management of funding by Centers. Each Center will designate an official responsible for the management and distribution of the funding. That official will be in the Center Director’s office, and will be the person responsible for institutional operations (e.g. Associate Director for Management).
- 8. Reporting by Centers. Within 30 days of the end of each fiscal quarter, each Center will report on the use of this funding over the past quarter. The report will include the amount of the funding used in the previous quarter, the number of scientists supported, the number of scientists FTEs supported, and the distribution of the use among the categories of community science in Section 2 above. The report will be provided by email to the Deputy Associate Administrator for Management (Maizel) and the Chief Scientist (Hertz). After one year, the reporting frequency will be revisited.
- 9. FY08 Down Payment. A reduced amount of funding may be made available in FY08 to support NASA Center civil servants serving on SMD peer reviews through the remainder of the year. The details are still being discussed.
- 10. Points of Contact. The SMD POC for executing this policy is the SMD Chief Scientist (Hertz). In order to receive the funding, each participating Center must provide the name of its POC, commensurate with the requirements in Section 6, to the SMD POC.

Clarification of SMD's new policy of providing funding to NASA Centers to cover community service by Center civil servant scientists including serving on SMD peer reviews (ref: SPD-15):

Recognizing that (i) SMD requires the expertise of NASA Center civil servant scientists (CS scientists) for its peer reviews and (ii) CS scientists require a source of support while serving on SMD peer reviews, SMD has created a mechanism to distribute funds to Centers to support CS scientists providing peer review services, as well as other community service such as advisory groups, roadmap teams, etc. The distribution of additional funds to Centers for this purpose makes that possible and creates a reasonable expectation that CS scientists will agree to serve on peer reviews whenever appropriate.

SMD recognizes that many CS scientists serve on several peer review panels per year. The reasonable expectation of service for CS scientists is approximately 2 panels per year, although not all CS scientists will be asked to serve and some may be asked more than twice. It is recognized that requests for peer review service by CS scientists cannot always be accommodated. CS scientists, working with their line management and the HQ program officers, can balance the demands on the time of CS scientists between peer review service and the work they do in support of NASA's missions (including research). When CS scientists cannot serve on peer reviews, they can still provide service by working with the HQ program officer to identify other qualified peer reviewers.

Serving on peer review panels is of critical importance to maintaining the high integrity of NASA science. SMD recognizes that NASA CS scientists understand this very well, and their contribution to this effort is appreciated by SMD, the Agency, and the science community.

Center Community Service FAQ. Last updated: October 9, 2008

1. What is the WBS for these funds? Who is the contact at each Center?

Center; WBS; Management POC; Backup/technical POC; Resource analyst
ARC; 527813.02.01.01.01; Yvonne Pendleton; Mark Fonda & Ed Sheffner; Diane Selby
LaRC; 527813.02.01.01.02; Lelia Vann; Dee Poupard; Dee Poupard
GSFC; 527813.02.01.01.03; Nancy Abell; David Leisawitz; Brenda Hanrahan
MSFC; 527813.02.01.01.04 Joe Letsinger; Brent Harper; Pamela Perez
JSC; 527813.02.01.01.05 Tom Canning; Eileen Stansbery; Kate Suratt,

2. Can these funds be used to support peer reviews for AOs or is it only for ROSES peer reviews?

Yes, community service includes all peer reviews that are called by SMD, not just ROSES. That includes, but is not necessarily limited to AO peer reviews, AO TMC and down-select reviews, SBIR and CAN peer reviews (e.g. NAI, NLSI, etc.).

3. My Center is working with to promote NASA science and engineering with minority institutions. We are asking our employees to donate their time in various ways. Is there any way in which the community service funds works for this?

No. Community service funds are for things that SMD asks you to do, not things that you or your Center volunteer to do on your own.

4. What about study efforts for SMD like mission concept studies selected through ROSES?

No. ROSES proposals are supposed to be full costed. The PI should request the budget needed. The community service funds are not intended to supplement ROSES proposals. If an augmentation is needed, the PI should contact the program officer and ask for one.

5. Are mail review of ROSES proposals included?

Yes, we regard “mail-in” reviews as an essential part of the evaluation process, and they are covered.

6. We can't get the labor dollars broken down beyond organizational code (Cost Center). Is it okay to report just the FTE in the 7 areas and have the \$ reported at the higher level or do we need to create and have them charge to WBSs that match the structure of the Policy Document?

It's okay to report just the FTE in the 7 areas and have the \$ reported at the higher level (e.g. at the Center), especially if you can't get the labor dollars broken down beyond organizational code.

7. We want to have an idea of what our burn rate will be, can you provide us with a schedule of review panels?

Yes, we will periodically provide updated lists of planned review panels to give you an idea of what to expect.

8. We are not sure that our scientists will accurately report to us every time that they serve on a review panel. Can we get lists from you?

We are looking into extracting lists of (only) CS reviewers from NSPIRES. Each quarter before your reports are due we hope to provide you with lists of your civil servants whom we know have served.